	MANAGING DOCUMENT CONTROL AND DISTRIBUTION	Doc. No.: PMP 6.03 Revision: 0 Eff. Date: 01/15/2002 Page: 1 of 7 DAR No.: NSNF-364
--	---	---

Approval:	Original Signed by Mark Arenaz Manager, National Spent Nuclear Fuel Program	Date: 12/18/01
Approval:	Original Signed by Robert Blyth NSNFP Quality Assurance Program Manager	Date: 12/18/01

I. PURPOSE AND SCOPE

This procedure establishes the process used by the National Spent Nuclear Fuel Program (NSNFP) for managing the control and distribution of NSNFP-approved *internal documents* (see glossary) or *external documents* (see glossary) for use at the location where work is performed.

II. SUMMARY

The NSNFP Program Support Organization (PSO) provides the infrastructure necessary to manage approved documents and other materials generated by the NSNFP Management Organization, the NSNFP PSO, and the NSNFP Quality Assurance Staff (QAS) Organization. The NSNFP PSO also manages the distribution of certain externally generated documents for the NSNFP.


The NSNFP Document Control Coordinator (DCC) provides the updated table of contents for the NSNFP Documents Manual. The manual contains an Introduction and Glossary, the NSNFP Quality Assurance Program Plan, NSNFP Quality Assurance Requirements and Description (QARD) Requirements Matrix, and NSNFP procedures. The updated table of contents accompanies the distribution of these documents and changes thereto.

This procedure describes the initiating conditions for distribution of approved internal or external documents; the creation of modified distribution lists for approved documents and other materials; the interfacing with the training process prior to the distribution of a controlled document; the distribution and tracking of controlled documents; the removal of individuals from controlled distribution under predetermined conditions; and the cancellation of documents.

III. PROCEDURE

A. Initiating Conditions for the Original Distribution of New or Revised Controlled Documents

- | | | |
|---|----|---|
| NSNFP
Document
Requester/
Preparer | 1. | Ensure the following conditions have been fulfilled. |
| | a. | An approved Document Action Request (DAR) has been executed in accordance with NSNFP Program Management Procedure (PMP) 6.01. |
| | b. | A distribution list has been provided to the NSNFP DCC. |
| | c. | An electronic copy (if available) and hard copy of the approved document has been provided to the DCC. |

	MANAGING DOCUMENT CONTROL AND DISTRIBUTION	Doc. No.: PMP 6.03 Revision: 0 Eff. Date: 01/15/2002 Page: 2 of 7 DAR No.: NSNF-364
--	---	---

B. Processing an Internal or External Document for Distribution


- | | |
|--------------|---|
| NSNFP
DCC | <ol style="list-style-type: none"> 1. Ensure prerelease confirmations and verifications required by the DAR instructions are complete for controlled documents. 2. Post NSNFP Document Manual additions or revisions, and an updated NSNFP Documents Manual table of contents to the NSNFP Homepage and make hard copy distribution of the documents and table of contents to individuals or functional positions as stipulated by the distribution list. 3. Distribute external documents as requested. 4. Maintain a listing of the recipients or functional positions associated with each hard copy controlled document or external document distributed. |
|--------------|---|

C. Modified Distribution

- | | |
|---|---|
| NSNFP
Document
Requester/
Preparer | <ol style="list-style-type: none"> 1. Modify a distribution list due to personnel changes or changing needs as follows: <ol style="list-style-type: none"> a. Prepare a modified document distribution listing of recipients for a previously distributed document. <ol style="list-style-type: none"> (1) List recipients by individual names and/or NSNFP functional positions. (2) Indicate those individuals or functional positions to receive <i>Information Only copies</i> (see glossary). b. For implementing documents (NSNFP Documents Manual), process a proficiency training needs determination for the added NSNFP personnel in accordance with PMP 2.04 <ol style="list-style-type: none"> (1) Confirm completion of training if required prior to document distribution. c. Provide the modified distribution list to the DCC. |
|---|---|

D. Distribute and Tracking the Receipt of Documents

- | | |
|--------------|---|
| NSNFP
DCC | <ol style="list-style-type: none"> 1. Distribute documents according to document distribution lists or modified distribution lists. <ol style="list-style-type: none"> a. Update the table of contents and include the table with the distribution of documents to be contained in the NSNFP Documents Manual. b. Use Attachment A, "Document Transmittal and Receipt Acknowledgment Criteria," to communicate instructions and confirm receipt by the end users. |
|--------------|---|

	MANAGING DOCUMENT CONTROL AND DISTRIBUTION	Doc. No.: PMP 6.03 Revision: 0 Eff. Date: 01/15/2002 Page: 3 of 7 DAR No.: NSNF-364
--	---	---


- | | |
|--------------|--|
| NSNFP
DCC | <ol style="list-style-type: none"> 2. Track the return of completed Document Transmittal and Receipt Acknowledgments. 3. Using the criteria of Attachment B, follow up with a Controlled Documents Deficiency Notice to individuals who have not responded with Receipt Acknowledgments within 21 calendar days of distribution. |
|--------------|--|

E. Removing Individuals or Functional Positions from Controlled Document Distribution

- | | |
|--------------|---|
| NSNFP
DCC | <ol style="list-style-type: none"> 1. Remove individuals from controlled document distribution when: <ol style="list-style-type: none"> a. An individual has not responded to a Controlled Documents Delinquency Notice 21 calendar days after it was issued b. Requested by an individual due to job change c. Requested by the individual's manager. 2. If used, remove functional positions from the controlled distribution lists upon request from the manager of the functional position. 3. Update the listing of the recipients associated with each hard copy document that is distributed. |
|--------------|---|

F. Canceling Documents

- | | |
|---|--|
| NSNFP
Document
Requester/
Preparer | <ol style="list-style-type: none"> 1. Initiate a formal change to the NSNFP QARD Requirements Matrix prior to requesting cancellation of a document that appears in the matrix. |
| NSNFP
DCC | <ol style="list-style-type: none"> 2. Process a NSNFP DAR to cancel a NSNFP-approved implementing document. 3. Upon receipt of an approved DAR: <ol style="list-style-type: none"> a. Remove the document from the NSNFP homepage. b. Update the table of contents for the NSNFP Documents Manual and post the updated table of contents on the NSNFP homepage. c. Prepare and issue a Document Transmittal and Receipt Acknowledgment using the criteria of Attachment A and include directions to remove and discard all superseded or obsolete copies. <ol style="list-style-type: none"> (1) Include an updated table of contents for the NSNFP Documents Manual, as applicable. |

	MANAGING DOCUMENT CONTROL AND DISTRIBUTION	Doc. No.: PMP 6.03 Revision: 0 Eff. Date: 01/15/2002 Page: 4 of 7 DAR No.: NSNF-364
--	---	---

- | | |
|--------------|--|
| NSNFP
DCC | <p>(2) Track the return of completed Document Transmittal and Receipt Acknowledgments.</p> <p>(3) Using the criteria of Attachment B, follow up with a Controlled Documents Deficiency Notice to individuals who have not responded with Receipt Acknowledgments within 21 calendar days of the deficiency notice.</p> |
|--------------|--|

IV. REFERENCES

None.

V. DEFINITIONS

Terms appearing in *italics* followed by the notation “see glossary” are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, Document Transmittal and Receipt Acknowledgment Criteria

Attachment B, Controlled Document Deficiency Notice Criteria

VII. RECORDS


The following records generated as a result of this procedure require retention in accordance with the identified classification and PMP 17.01.

Lifetime

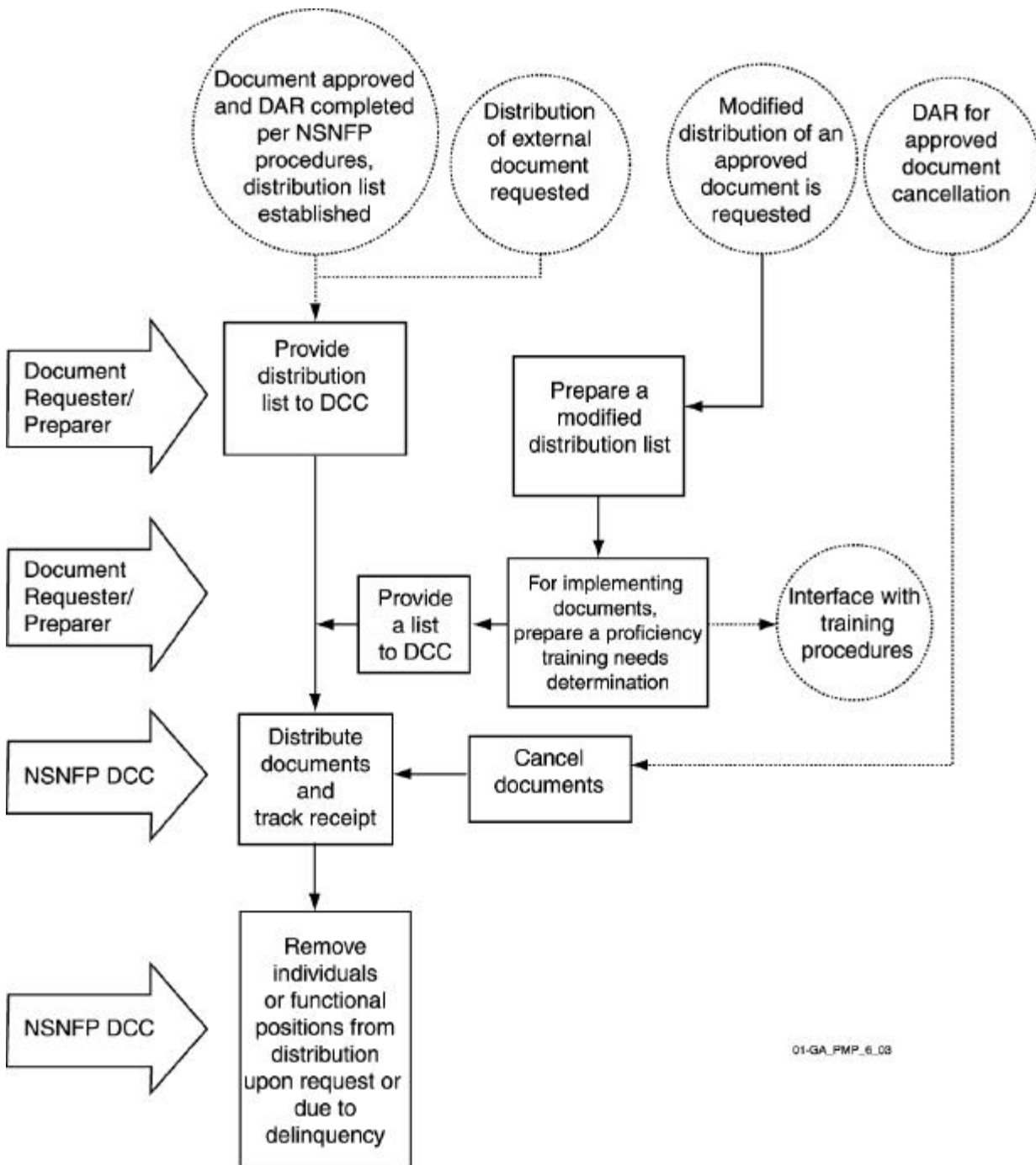
None.


Nonpermanent

None.

 <p>NSNFP National Spent Nuclear Fuel Program</p>	<p align="center">MANAGING DOCUMENT CONTROL AND DISTRIBUTION</p>	<p>Doc. No.: PMP 6.03 Revision: 0 Eff. Date: 01/15/2002 Page: 5 of 7 DAR No.: NSNF-364</p>
---	---	--

VIII. PROCEDURE FLOW DIAGRAM




	MANAGING DOCUMENT CONTROL AND DISTRIBUTION	Doc. No.: PMP 6.03 Revision: 0 Eff. Date: 01/15/2002 Page: 6 of 7 DAR No.: NSNF-364
--	---	---

Attachment A

Document Transmittal and Receipt Acknowledgment Criteria

The Transmittal and Receipt Acknowledgment will contain the following information as a minimum:

1. Distribution identifier and transmittal date
2. Name and address of document holder and NSNFP Document Control Coordinator
3. Instructions on inserting and discarding new and old hard copy documents
4. The title of the document, copy number, document number, revision number, and effective date
5. Required actions on the part of the document holder.

	MANAGING DOCUMENT CONTROL AND DISTRIBUTION	Doc. No.: PMP 6.03 Revision: 0 Eff. Date: 01/15/2002 Page: 7 of 7 DAR No.: NSNF-364
--	---	---

Attachment B

Controlled Document Deficiency Notice Criteria

Controlled Document Deficiency Notice will contain the following information as a minimum:

1. Name and address of addressee
2. Name and address of NSNFP Document Control Coordinator
3. Distribution transmittal number, date, and title
4. Statement encouraging the return of document transmittal or document and statement of consequences
5. Acknowledgment of receipt of document in question.